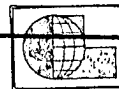




SECRET

09 OCT 1984

**ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

DDA Weekly Report

 FROM: James H. McDonald
 Acting Deputy Director
 for Administration

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/Communications

2. D/Data Processing
2D0105 Hqs3. D/Finance
616 Key4. D/Information Services
1206 Ames

5. D/Logistics

6. D/Medical Services
1D4040 Hqs

7. D/Personnel

8. D/Security

9. D/Training and Education
936 CoC10. OLL ()
7B24 Hqs

11. C/Safety Staff

12. SSA/DDA

13. CMS/DDA

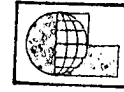
14. EEO/DDA

15. MS/DDA

AEO UL
 EDO AM
 DD/L UL
 D/L SR
 none

SECRET

S E C R E T



DDA 84-0046/39
5 October 1984

MEMORANDUM FOR: Acting Director of Central Intelligence

FROM: James H. McDonald
Acting Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 5 October 1984

1. Progress reports on tasks assigned by the DCI/DDCI:

None.

2. Items/events of interest:

a. The Decision Support and Information System for Terrorism (DESIST) hardware has been installed in the Northside Computer Center. All Office of Data Processing DESIST development terminals have been installed and connected.

b. The Office of Medical Services has completed implementation of Phase I of "Operation Uplift," an automated system in support of medical chart handling and patient scheduling procedures. Implementation of Phase I has resulted in a 69 percent decrease in necessary medical chart pulls during the past week.

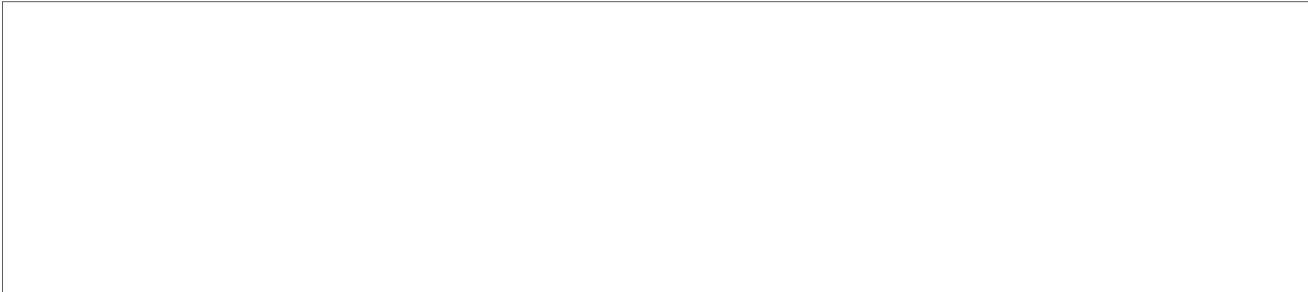
c. The most recent graduating class from the Communications School was the first to use state-of-the-art cryptographic and message processing equipment during its comprehensive exercises since the Office of Communications' Capitalization efforts began in 1983. We envision that by January 1985, all training will be conducted on Capitalization equipment.

e. The Government Employees' Health Association (GEHA) met on 24 September to discuss the financial position of the United Benefit Life Insurance Company (UBLIC). A very favorable financial status was indicated, and several options for enhancing present policyholders' coverages were suggested. Significant positive changes will be forthcoming in the near future.

S E C R E T

S E C R E T

25X1



g. An additional Office of Training and Education classroom in the Chamber of Commerce Building has been equipped with 15 Delta Data terminals and access to the Virtual Machine (VM). This classroom is part of the overall communications upgrade project for Chamber of Commerce which is nearing completion.

25X1

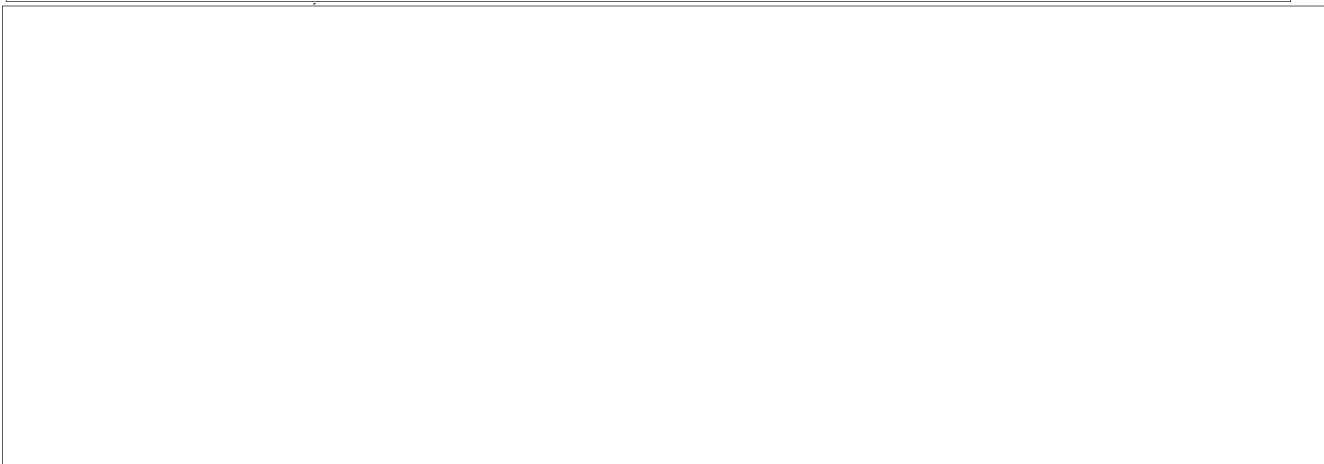
h. Fifteen DI analysts are enrolled in the Military Analysis Course on 30 September. The Course, which runs until 9 November, is designed to give new military analysts—particularly those working on the Third World—an exposure to force operations and military analysis. The Course will include field trips to appropriate military facilities and a variety of class exercises illustrating different aspects of military analysis.

25X1

i. The Office of Information Services (OIS) has completed processing what should be the final three FOIA referrals from the Department of the Army



25X1



1. On 28 September, a contract was signed with Burns Security Service to provide security for the garages at Key, Ames and Chamber of Commerce Buildings; the guards reported to work on 1 October.

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S E C R E T

S E C R E T

n. On 1 October, the Agency's Security Protective Officers assumed responsibility from the Federal Protective Service for all Headquarters Building posts with the exception of the DCI garage tunnel.

3. Significant activities anticipated during the coming week:

The Acting DDA will have the DDA budget hearings 9 - 10 October with ICS/OMB.

25X1



James H. McDonald

S E C R E T

25X1 ORIG:EO/DDA

Distribution:

25X1 0 - DCI
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1 - Ea. DA OD
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1 - DDA/SS
1 - DDA/MS
1 - EEO/DDA
1 - HEF Chrono
1 - EO/DDA Subj

S E C R E T